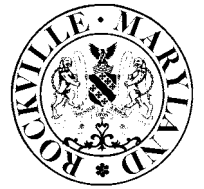


# APPLICATION FOR REQUESTING ENGINEERING RECORDS/INFORMATION



ALL individuals requesting copies of the City of Rockville's Engineering Records/Information must complete this application (in ink).

PLEASE FILL IN ALL BLANKS UNLESS OTHERWISE NOTED.

A VALID, CURRENT DRIVER'S LICENSE MUST BE SUBMITTED. A COPY WILL BE MADE AND ATTACHED TO THIS APPLICATION.

APPLICANT NAME			DRIVER'S LICENSE	
Last Name	First Name	MI	State	Number

**COMPANY APPLICANT REPRESENTS (List Legal and Trade Name, if applicable)**

CONTACT INFORMATION					
Home Address			Company Address (Where information will be located)		
Street (No P.O. Boxes allowed)			Street (No P.O. Boxes allowed)		
City	State	Postal Code	City	State	Postal Code
Telephone	Fax		Telephone	Fax	
E-Mail			E-Mail		

## REFERENCE WHO CAN CONFIRM BUSINESS USE

Applicant's immediate supervisor or company official who can confirm length of employment, applicant's position with firm, and related business with Rockville (if appropriate, applicant must list City Staff contact on project and project #).

Company Official Contact	Authorized Rockville Contact
Name	Name, Title, Phone #, Project #
Signature	
Telephone	
E-Mail Web address	

Verified by: \_\_\_\_\_  
Name Date

**APPLICATION FOR REQUESTING  
ENGINEERING RECORDS/INFORMATION**

**Please Note: Refer to Fee Schedule for list of prices for records/information requested.**

To complete the process, the applicant must personally appear at the City of Rockville's Public Works Department, 111 Maryland Avenue, Rockville, MD 20850, to sign the application and provide their valid/current United States driver's license.

By signing this application, I certify that this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information. I understand that falsification could be cause for refusal. I also agree to the following terms:

- ❖ City of Rockville reserves the right to require occasional renewal of this application. If the application is not renewed when required, documents will not be released until application renewal is completed.
- ❖ My company and I will abide by the terms of non-disclosure listed below. Failure to do so may result in permanent revocation of my company's and my right to access City of Rockville records/information. In such case, City of Rockville also reserves the right to demand immediate delivery or return of all City of Rockville records/information, documents, and files.

**Non-Disclosure Agreement**

As a condition to furnishing the applicant with City of Rockville's engineering records/information, the Applicant and the Applicant's Company agree to the following:

- ❖ The Applicant or the Applicant's Company shall not use the records/information provided by City of Rockville for the purposes other than stated on the application.
- ❖ The records/information will be treated as property of the City of Rockville, and shall not, without the City of Rockville's prior written consent, be disclosed in any manner, in whole or in part, to anyone outside of the Applicant's Company or within the Applicant's Company except for purposes involving legitimate business needs for such records/information.

**Applicant's Signature (Only sign the application in the presence of DPW Staff)**

**Date**